

DD/A Registry

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ODP-8-2276

29 DEC 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : DDA Special Career Tracking Program

REFERENCE : DDA 78-4327, dated 22 November 1978,
same subject

1. Attached is the Office of Data Processing's reply to reference memo. It is in two parts:

Attachment A - Career projection statements for GS-13 and GS-14 minority and female employees.

Attachment B - Career projection statements for GS-10, GS-11 and GS-12 minority and female employees who we feel have the potential to advance a minimum of two grades.

2. These career projection statements or, as the forms we devised are titled, Career Development Plans, are modeled after the Personnel Development Plan (PDP). They reflect our thinking on what job or jobs the subject should be considered for during the next three years. As in the PDP exercise, however, placement is dependent on the availability of vacancies. Thus, especially for the more senior officers, we have in some cases listed several equally challenging assignments reflecting alternative ways to give the subject developmental experience. On the other hand, in some cases we have listed only the current assignment where we believe it will provide full opportunity during this planning period to develop the employee's potential and lead to future advancement.

3. Regarding para. 4. of reference, we have no reason to believe that any of ODP's GS-10, GS-11 or GS-12 minority or female employees who have been categorized as HP or MDHP will not advance to the GS-13 level.

4. In the near future we intend to develop Career Development Plans for all employees in grades 10 through 14.



Clifford D. May, Jr.

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Atts: a/s